

# A Guide to Submitting an Outstanding Balance Filing (Making a Payment)

This application will enable you to submit an Outstanding Balance filing (payment) online with the South Carolina Department of Employment and Workforce (DEW). Employers can complete this filing through SCBOS Blue, an extension of SCBOS.

This User Guide is organized as follows:

- Prerequisites
- Initiating Outstanding Balance Workflow
- Shopping Cart
- Appendix A Frequently Asked Questions and Answers

### **Prerequisites**

Prior to submitting an Outstanding Balance filing on SCBOS Blue you must complete or have the following:

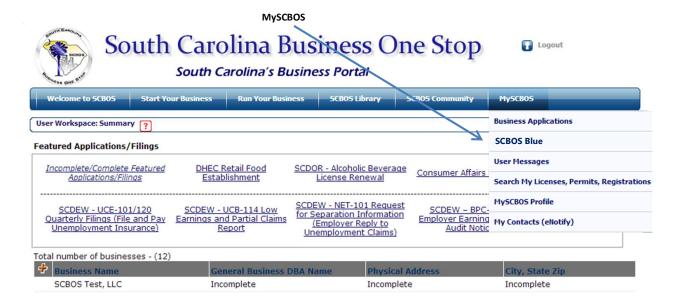
- Have a SCBOS account
  - If you do not have an SCBOS account you must create one by visiting <u>www.scbos.sc.gov</u> and selecting "Sign Up" in the upper right had corner of the Home page.
- DEW account number and Personal Identification Number (PIN). If you don't have a DEW
  account number, you can apply for an account number through SCBOS by first completing an
  Add Existing Business application then completing an Employer Registration application. If you
  don't have a PIN, SCBOS will ask you to enter a four digit (numeric) PIN of your choice. From
  then on, you are to use the PIN you chose to enter.
- Federal Employer Identification Number (FEIN).

Once you have completed the prerequisites above you can begin the Outstanding Balance workflow.



# **Initiating Outstanding Balance Workflow**

**Step 1** – Once you log into your SCBOS account you will see the page below. From the "MySCBOS" tab, click on "SCBOS Blue". This will transfer you to the Status & History page.

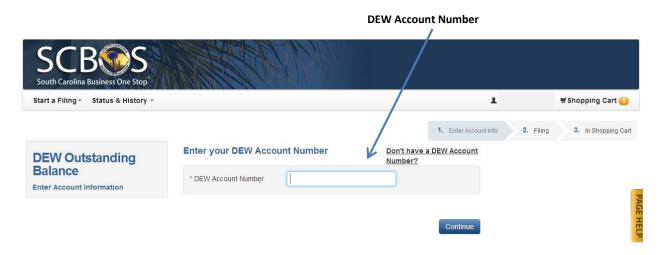


**Step 2** –Once you are on the Status & History screen, click on "Start a Filing" and then "DEW – Outstanding Balance".





**Step 3** – SCBOS will ask you to enter the DEW account number (usually 6 digits). You do not have to enter leadings zeros.



An asterisk in front of a label signifies that the field is required.



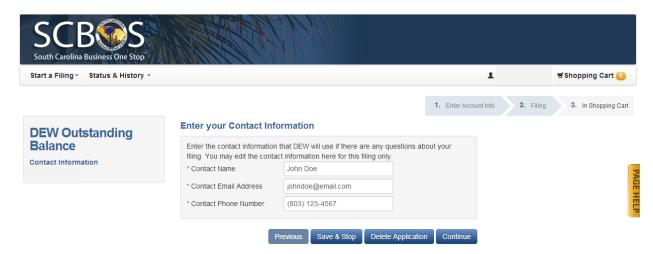
**Step 3** – Enter the Federal Employer Identification Number (FEIN) and DEW PIN. If you do not have a PIN, SCBOS will ask you for a four digit PIN of your choosing.



On this page and most other pages, you can select:

- o Continue -- move forward
- o Previous move to the previous screen
- Delete Application delete the filing

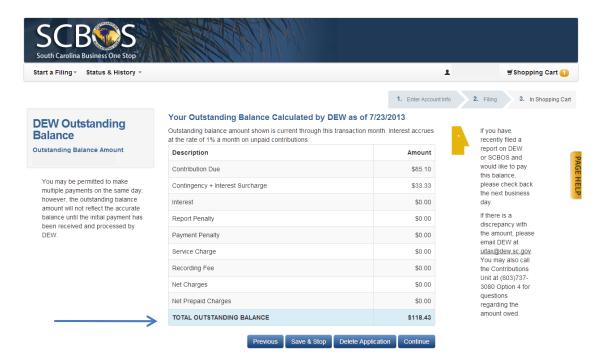
**Step 4** – Verify contact information. To change the contact information, select the information you need to change and enter the correct information.



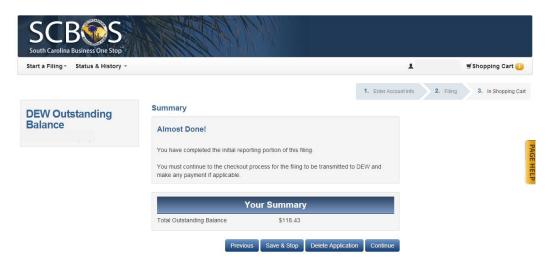
• SCBOS will prevent you from starting a new filing if; a filing with the same account number has already been started and paused. Instead, SCBOS will ask you to restart the paused filing.



**Step 5** – Verify the Outstanding Balance Amount due. The amount stated is current through the filing date. Interest accrues 1% monthly on any unpaid contributions due.



**Step 6** – Verify that your submission is correct. This screen summarizes the filing information prior to you moving the filing(s) to the Shopping Cart.

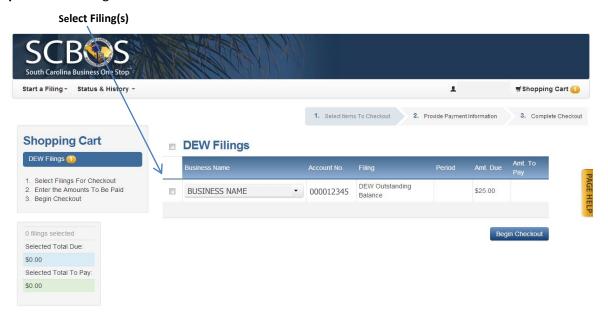


You are not done. You must select the "Continue" button to put the filing(s) in the Shopping Cart and check out.

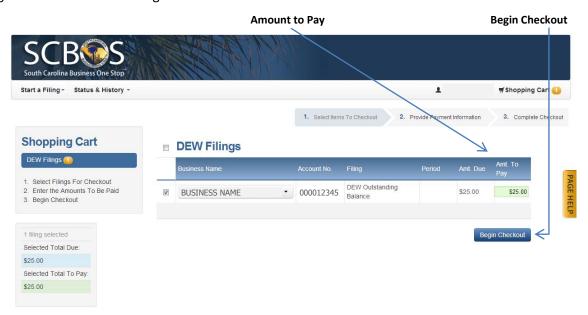


# **Shopping Cart**

**Step 1** – Select filings to be checked out.



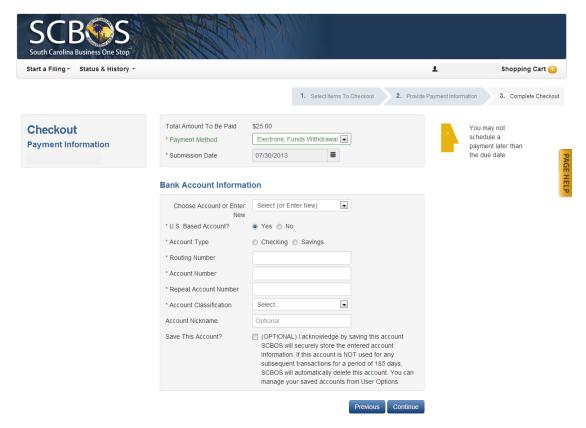
**Step 2** - Enter the amount you are paying. You may pay the entire amount or make a partial payment. To begin checkout select the Begin Checkout button.



Note, you can arrive at this screen by selecting "Shopping Cart" from outside the application, for example, from the top of the Status & History page.



**Step 3** – Enter financial information.



### **Notes:**

### Total Amount to be Paid

- o Select the payment method. Currently EFW is the only method available.
- Enter submission date there is only one date per checkout. You cannot schedule a payment beyond the due date.

### • Bank Account Information – Electronic Funds Withdrawal

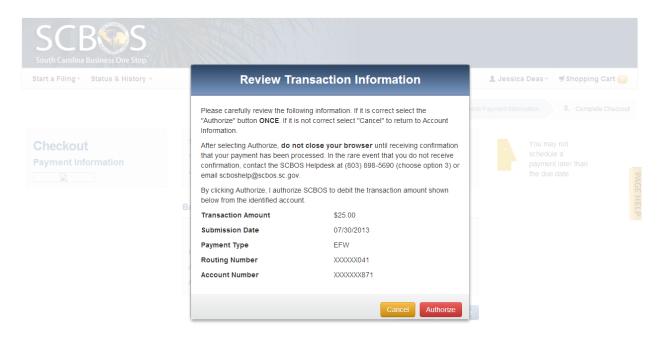
- o The routing number is the first number found on the MICR line or bottom line on the check.
- The account number is the checking or savings account number. It is the second number at the bottom of the check.
- The account classification is either personal or business account. If personal, enter the first and last name appearing on the bank account. If business, enter the business name that appears on the bank account.

### Save this Account

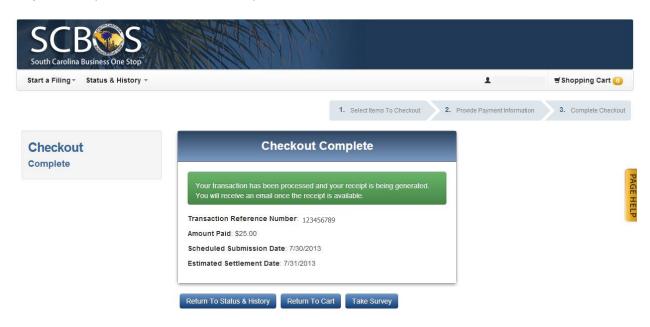
- When saving this account information, the optional nickname that you enter can be very useful in identifying the account for future use. For example, you might use the name of the business.
- Checking the optional check box will enable you to save the payment information and associate it with your User account.



**Step 4** – Review and Authorize Transaction.



**Step 5** – Verify that the Checkout is complete.



A receipt will be generated as a result of completing the transaction. The receipt may be accessed by returning to the Status & History page. In most cases the receipt will be generated by the time you return to the Status & History page.



# Appendix A – Frequently Asked Questions and Answers

### What is the purpose of the Outstanding Balance filing?

#### Answer:

The purpose of the Outstanding Balance filing is to provide an online electronic method of making payments to DEW. Outstanding balances can occur because of non-payment or partial payment. Note that this method of payment should be the exception. Most payments will be submitted on a regular basis with the UCE-101. Other reasons for there being an outstanding liability may involve penalties and interest. Submitting a payment in this manner, does not relieve the business of filing the UCE-101 and UCE-120 required by State law.

The Outstanding Balance listed in SCBOS can vary with the time. At any other time and date, the Outstanding Balance may be different. Failure to file a UCE-101 or UCE-120 by the due date may result in penalties.

Keep in mind that UCE-101 contribution payments are normally processed by DEW the next business day. This delay could affect the Outstanding Balance.

### How do I file an Outstanding Balance Filing (payment)?

### Answer:

You can access the Outstanding Balance workflow from the "MySCBOS" tab (if you are logged into SCBOS) by selecting "SCBOS Blue" from the drop-down.

You need to know your DEW account number, Federal Employer Identification Number (FEIN) and Personal Identification Number (PIN). If you don't have a DEW account number, you can apply for an account number through SCBOS by first completing an Add Existing Business application then completing an Employer Registration application. If you don't have a PIN, SCBOS will ask you to enter a four digit (numeric) PIN of your choice. From then on, you are to use the PIN you chose to enter. If you are unsure of the information that is required to file and pay, visit the <a href="Checklist">Checklist</a>.

# Can I schedule a payment for my Outstanding Balance filing?

#### Answer

No. Outstanding Balance filings will not allow you to schedule future dates; however, a partial payment or a payment less than the amount owed can be specified. Note that the amount owed can change daily.

# Can I file for more than one Outstanding Balance filing (payment) in the same day?

### Answer:

No, you are not permitted to submit more than one Outstanding Balance filing for the same account on the same day.



# Will I receive an email upon certain events occurring?

### Answer:

Yes. SCBOS will send a message to the email address associated with your User account about important events associated with the transaction as follows:

Condition or circumstance	Time message sent
Scheduled transaction being submitted for payment	1 day prior to scheduled date
Scheduled transaction is cancelled	Immediate
Paused transaction not completed	3 days prior to due date
Upon Checkout, payment could not be completed	Immediate

# Will I receive a receipt upon checkout?

### Answer:

Yes. There will be an entry for each Outstanding Balance filing. Ordinarily the receipt is available within seconds after you check out. Be sure to print the receipt – it is a record of the transaction.